SEBASTOPOL INDEPENDENT CHARTER SCHOOL

Application, Enrollment, and Wait List Policy

BP 5111
Adopted 10/15/2005
(Revised 10/06/2025)

I. Open Enrollment Practices and Non-Discrimination

Sebastopol Independent Charter School ("SICS" or the " Charter School") will be nonsectarian in its programs, admission policies, and all other operations, and will not charge tuition or discriminate against any student based upon any of the characteristics listed in Education Code Section 220.

The Charter School shall admit all pupils who wish to attend the Charter School. Students shall be admitted to SICS in accordance with the provisions of Education Code Section 47605(e). SICS shall admit all students who wish to attend. Admission, except in the case of a public random drawing, shall not be determined by the place of residence of the pupil or his or her parents or legal guardian within the state. In accordance with Education Code Sections 49011 and 47605(e)(2)(B)(iv), admission preferences shall not require mandatory parental volunteer hours as a criterion for admission or continued enrollment.

No test or assessment shall be administered to students prior to acceptance and enrollment into the Charter School. The Charter School will comply with all laws establishing minimum and maximum age for public school attendance in charter schools.

In accordance with Education Code Section 47605(e)(4)(A), the Charter School shall not discourage a pupil from enrolling or seeking to enroll in the charter school for any reason, including, but not limited to, academic performance of the pupil or because the pupil exhibits any of the characteristics described in Education Code Section 47605(e)(2)(B)(iii), including pupils with disabilities, academically low-achieving pupils, English learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged, as determined by eligibility for any free or reduced-price meal program, foster youth, or pupils based on nationality, race, ethnicity, or sexual orientation. Similarly, in accordance with Section 47605(e)(4)(C), the Charter School shall not encourage a pupil currently attending the Charter School to disenroll from the Charter School or transfer to another school for any reason, including, but not limited to the academic performance of the pupil or because the pupil exhibits any of the characteristics described in Education Code Section 47605(e)(2)(B)(iii), as listed above.

Pursuant to Education Code Section 47605(e)(4)(D), the Charter School shall post a notice developed by the CDE on the Charter School website, outlining the requirements of Section 47605(e)(4), and make this notice available to parents.

II. Overview

Applications will be accepted during a publicly advertised open enrollment period each year for enrollment in the following school year. Following the open enrollment period each year, applications shall be counted to determine whether any grade level has received more applications than availability. In the case where there are more students

who wish to attend than there is capacity, admission, except for existing students of the Charter School who are guaranteed admission in the following school year, shall be determined by public random drawing for the impacted grade level.

A. Continued Enrollment

Existing students of the Charter School are not required to submit a new application each year, but rather will be guaranteed admission for the subsequent school year, provided that both of the following conditions are met:

1. Parents/guardians of students must notify the Charter School of their intent to continue enrollment at SICS by returning a signed Enrollment Agreement by the deadline noted in the annual enrollment packet. (Failure to return the Enrollment Agreement by the published deadline will be understood to mean that the student does not intend to return to the Charter School in the subsequent year); and
2. Students must be continuously enrolled in the Charter School through the last day of the school year AND be in compliance with any Charter School attendance policy as may be adopted by the Charter School Board.

If either of the above conditions is not met, this will result in the loss of guaranteed admission for the subsequent school year, and require submission of a new application for admission.
Should either of the above conditions not be met, any signed Enrollment Agreement will be rescinded, and the student's seat will be forfeited.

B. Grade Assignment by Age

Below is our grade assignment by student age (birth date) based on the first calendar year of the school year.

Transitional Kindergarten	4 by September 1
Kindergarten	5 by September 1
First Grade	6 by September 1
Second Grade	7 by September 1
Third Grade	8 by September 1
Fourth Grade	9 by September 1
Fifth Grade	10 by September 1
Sixth Grade	11 by September 1
Seventh Grade	12 by September 1
Eighth Grade	13 by September 1

Students will be enrolled or considered for the lottery in each class according to the above chart. Parental concerns about potential grade placement must be submitted in writing with the student's application for Executive Director consideration.

C. Calendar and Deadlines

The annual Open Enrollment period for the following academic year is posted on the Charter School website each year, and typically begins in mid-December and ends in mid-February, which ends before the date of the announced random public lottery each academic year. The exact dates of the Open Enrollment Period and the lottery will be posted each year on the Charter School website.

Prior to its commencement, the dates for each year's Open Enrollment period will be announced within the greater Sebastopol community so that all interested students will have an equal opportunity to apply for admission. The deadline for accepting completed applications will be clearly stated in announcements, on the SICS website, and on the admission application during the Open Enrollment period.

III. Open Enrollment and Applications

A. Class Size

The Sebastopol Charter Board of Directors will approve the maximum capacity ("class cap") for each grade level for the following school year at the January board meeting of the preceding school year, or as soon as reasonably practicable thereafter. Limited discretion will be provided to the Executive Director only under the specific circumstances for the admission of twins (or multiples) pursuant to Section III.E below. Open spaces, if any, in each class will be determined on the basis of the approved class caps, compared with the number of returning students. The Board of Directors will approve appropriate enrollment capacity for each grade based on the pedagogical requirements of the Charter School's Waldorf-inspired curriculum, Executive Director and faculty recommendations, budget considerations, and facility constraints. These class caps may be revised during the school year with the approval of the Board.

B. Open Enrollment Period

As stated above, the annual Open Enrollment period for the following academic year is posted on the Charter School website each year, and typically begins in mid-December and ends in mid-February. The exact dates of the Open Enrollment Period and the lottery will be posted online and announced to the community. In the event that the annual admission process and public random drawing does not result in all available openings being filled, Sebastopol Charter reserves the right to conduct subsequent Open Enrollment periods and lotteries, as needed, to fill any remaining open spaces.

Families interested in Sebastopol Independent Charter School may submit an admission application during the course of the Open Enrollment period. With the exception of applications submitted for children of Charter School staff members (half-time and above) who are hired after the end of the Open Enrollment period, applications received outside of the Open Enrollment period are labeled as post-Open Enrollment applications and will be processed as described in Section V below. Applications submitted for children of Charter School staff members (half-time and above) who are hired after the end of the Open Enrollment period will be placed at the top of the wait list for the applicable grade(s), if any.

C. Admission Preferences

Admission preferences in the case of a public random drawing shall be given to the following students in the following order, as set forth in the SICS charter:

1. Children of SICS staff members. Grandchildren eligible for TK or K of SICS staff members. (This preference applies only to SICS staff members who are half-time and above). Children and grandchildren eligible for TK or K of SICS board members.
2. Siblings of students attending SICS. (Siblings include children living in the same household who share at least one parent, stepparent or guardian).
3. Students who reside in the Sebastopol Union School District. (See Section III.H for details regarding in-District residency requirements.)
4. All other applicants.

SICS agrees to adhere to the requirements related to admission preferences set forth in Education Code Section 47605(e)(2)(B)(i)-(iv).

Once a student is admitted and enrolled in the Charter School, he or she will be guaranteed admission for subsequent years, subject to the conditions noted in Section II.A above.

If, at any time, the Charter School determines that the student did not qualify for an admission preference through which he or she was initially granted admission, the Charter School reserves the right to rescind the offer of admission. In the event of rescission of an offer of admission, a new application for admission may be submitted and will be processed in accordance with the student's current, applicable admission preference and any current wait list.

D. Public Random Drawing (Lottery)

If the number of applicants for a particular grade level exceeds the number of open spaces in that grade at the end of the Open Enrollment period, SICS will hold a public random drawing (lottery) for the impacted grade level(s). All lottery drawings will be conducted in public during normal business hours by the designated lottery official (appointed by the Executive Director), and will be witnessed by a Board Member.

Lotteries are conducted as follows:

1. The Board of Directors will take all necessary efforts to ensure lottery procedures are fairly executed.
2. Lottery spaces are pulled in order of grade level by the designated lottery official (appointed by the Executive Director).
3. Separate lotteries shall be conducted for each grade in which there are fewer vacancies than pupils interested in attending. All lotteries shall take place on the same day in a single location.
4. Lotteries will be conducted in ascending order beginning with the lowest applicable grade level.
5. There is no weighted priority assigned to the preference categories; rather, within each grade level, students will be drawn from pools beginning with all applicants who qualify for the first preference category, and shall continue with that preference category until all vacancies within that grade level have been filled. If there are more students in a preference category than there are spaces available, a random drawing will be held from within that preference category until all available spaces are filled. If all students from the preference category have been selected and there are remaining spaces available in that grade level, students from the second preference category will be drawn in the lottery, and the drawing shall continue until all spaces are filled and

preference categories are exhausted in the order provided above.

6. Once the grades are filled to capacity, applications will continue to be drawn and placed on a wait list in the order drawn. (See Section III.F below for more detailed information on wait lists.)

The Charter School may delegate the application and lottery procedures to an outside vendor. The Charter School shall ensure that the vendor complies with any applicable Charter School policies.

E. Special Conditions for Applying

Twins and Multiples: Families applying for admission of twins (or multiples) for the same class must complete a separate application for each child. Each application will be entered in the lottery process as an individual student but with the indication that the student has a twin (multiple) also applying for the same class.

a. During the lottery process, if one of the twins (or multiples) is selected and offered admission, the other twin (or multiples) will be assigned the next available seat for that grade level if that sibling has also submitted a timely admission application.
b. If maximum capacity has been reached in a particular grade level, and the applicant selected in the lottery for a seat has a twin (or multiples) who has also submitted a timely admission application, admission for the twin (or multiples) shall be determined on a case-by-case basis as determined by the Executive Director.

F. Wait List

Once the grade levels are filled to capacity, applications will continue to be drawn and placed on a wait list in the order drawn. Should there be a wait list for admission, those on that list will be offered admission when space is available and according to their position determined by a random lottery drawing. This wait list will allow students the option of admission in the case of an opening during the current school year. In no circumstance will a wait list carry over to the following school year. As such, any students on the wait list who were not admitted must submit a new application during the subsequent Open Enrollment period.
If an open space in a class becomes available during the school year, an offer of admission will be made to the next applicant on the wait list.

The Charter School shall be deemed to have reached capacity for students in grades TK-5 by March 1 of each year, and additional students will not be enrolled for the current school year after March 1 unless approved by the Executive Director. The Charter School shall be deemed to have reached capacity for students in grade 8 after the 4th week of the start of school and additional students will not be admitted for the current school year, unless approved by the Executive Director. The Charter School shall be deemed to have reached capacity for students in grade 6 and 7 at the start of the winter break and additional students will not be admitted for the current school year, unless approved by the Executive Director. Children of military personnel or those subject to the McKinney-Vento Homeless Assistance Act may be enrolled at any time during the year, in accordance with their wait list position.

Applicants on the wait list will forfeit their spot if they decline a placement in class, but may reapply for subsequent school years during each annual Open Enrollment period.

G. Changes to Admission Preference

During the course of the Open Enrollment period, applicants may submit a request for change in admission preference with proof of the applicable changed status. In the event a lottery is required, applicants will be considered in accordance with their changed admission preference status.

H. In-District Residency Requirements

In accordance with Education Code Section 47605(e)(2)(B) and the admission preferences described in the SICS charter and Section III.C. above, Sebastopol Independent Charter School gives an admission preference, in the event of a lottery, to students who reside in the Sebastopol Union School District.

For purposes of determining eligibility for this admission preference, a student will be considered a resident of the District (or "in-District") if all of the following apply:

- The student's primary residence as of the date of the student's application AND as of the date of the submission of the student's completed enrollment packet lies within SUSD boundaries;
- The in-District residence has been the student's primary residence for at least one month prior to the admission lottery, or the family otherwise demonstrates an intention to continue long-term residency within SUSD boundaries; and
- Upon admission into the Charter School, the student's family provides proof of residency by providing the Charter School with two of the following documents:

    1. Current year property tax statement or current rental agreement with landlord contact information (tax or rental amounts, or other monies due, may be obscured)
    2. Current pay stub or bank statement showing activity within previous 30 days (financial figures and other confidential information may be obscured)
    3. Original copy of entire PG&E or other utility statement within last 30 days
    4. Major credit card statement (figures may be obscured) showing activity within previous 30 days

If, however, at any time the Charter School determines that the student did not qualify for an in-District admission preference through which he or she was initially granted admission, the Charter School reserves the right to rescind the student's admission. In the event of rescission of admission, a new application for admission may be submitted and will be processed in accordance with the student's current applicable admission preference and any current wait list.

SPECIAL CASES:

Applicants to the Charter School who believe that they should qualify for in-District admission preference but whose circumstances do not conform with those outlined above should submit a detailed explanation in writing, including relevant supporting documentation, to the Charter School at least two months before the lottery date. Determination of in-District status in such instances will require written approval of the Executive Director.

Homeless students and foster students will be admitted to the Charter School in accordance with all applicable federal and state laws, including, but not limited to the McKinney-Vento Homeless Assistance

Act and Education Code Section 48850, and in accordance with any applicable Charter School policies as adopted by the Charter School Board.

IV. The Enrollment Process

A. Notification of Admission Offer

1. Notification After Lottery:
   Any offers of admission made pursuant to this policy following the lottery shall be made by either letter, e-mail, text message and/or phone call to the applicant's family, to be sent within ten (10) business days of the lottery. The notice will include a deadline by which the applicant's family must respond. An additional courtesy notice may be provided to the applicant's family. If the family does not respond by the identified deadline, the applicant will be considered to have "declined" and will lose their seat.
   In the event the Charter School delegates the lottery procedures to an outside vendor, the Charter School shall ensure that all applicable notifications to applicant families are provided through the vendor's application and lottery program, in accordance with Charter School policies.

2. Notification to Students on Wait List:
   Any offers of admission made pursuant to this policy to students on a wait list shall be made by either e-mail, text message and/or phone call. The notice will include a deadline by which the applicant's family must respond. An additional courtesy notice may be provided to the applicant's family. If the family does not respond by the identified deadline, the applicant will be considered to have "declined" and the next student on the wait list will be contacted in accordance with these procedures.

Families that accept the admission offer must complete an enrollment packet that must be returned to the school office within five four (4) business days after accepting the admission offer. If the paperwork is not submitted in a timely manner, the admission offer will be withdrawn and the applicant will lose their seat.

Upon timely completion of the Enrollment Packet, and acceptance by the school, the applicant is considered an enrolled new student. The Enrollment Packet shall include, but not be limited to, the following :

1. Student enrollment form
2. Proof of immunization
3. Home Language Survey
4. Completion of Emergency Medical Information Form
5. Proof of Minimum Age Requirements
6. Release of Records[1]

V. Post-Open Enrollment Applications

Families interested in Sebastopol Independent Charter School may submit an admission application at any point in the year, even after the end of the Open Enrollment period. Applications received outside of the Open Enrollment period are labeled as post-Open Enrollment applications and will be held in a

post-Open Enrollment application file. As with the wait list, the post-Open Enrollment application file does not carry over to the next school year. In order to participate in the next annual lottery, a new application must be submitted during the subsequent Open Enrollment period.

If a space becomes available during the year, applications received post-Open Enrollment will be considered after any applicants on the current wait list.

If there is an available space in a grade level and there are no students on the wait list, and there is more than one post-Open Enrollment applicant for that grade level, the Charter School will conduct a lottery as described in Section III.D with the post-Open Enrollment applications to determine the order in which the open space(s) will be offered to applicants. The same admission preferences will apply to these post-Open Enrollment applicants, as described in Section III.C, and the wait list will be repopulated in the order that names are drawn in this subsequent lottery. This updated wait list will not carry over to the following school year.

If there is an available space in a grade level with no applicants on the wait list, and there is only one post-Open Enrollment applicant for that grade level, admission will be offered to that applicant. The enrollment process will begin upon submission of a completed enrollment packet as described in Section IV above. Students will not be enrolled for the current school year after March 1 unless approved by the Executive Director in accordance with Section III.F above.

First Adopted: 10 / 5/ 2015
Last Revised: 10/6/2025

[1] The Charter School shall not request a pupil's records or require a parent, guardian, or pupil to submit the pupil's records to the Charter School before enrollment.